Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120029-3

REPORTS INVENTORY

CONTROL NO. 50102.

PREPARE IN DUPLICATE — OL/SD/ [ ] /FTB - 3 STAT

1. TITLE OF REPORT (if a fill-in report include Form No.)

MONTHLY SUPPLY OPERATIONS REPORT (FORM 2109)

2. TYPE OF REPORT: XXX STATISTICAL; NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: PERSONNEL; TRAINING; XXX LOGISTICS; SECURITY; MEDICAL; FINANCE; ADMIN. GENERAL; OTHER (specify)

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): MONTHLY

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc): FORM

8. ADP PROCESSING: YES; XXX NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: CHIEF, [ ] STAT

10. PREPARING COMPONENT (include lowest level contributing information to report): OL/SD/[ ]/FTB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

STAT

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	$3.15		4 1/5 Hr.		$13.23		12		$158.76
GS-05	3.36		5 1/4 Hr.		17.64		12		211.68
GS-05	3.36		1/4 Hr.		.84		12		10.08
GS-13	8.06		1/4, Hr.		2.02		12 (120 hrs)		24.24

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: $404.76

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides statistics for reporting requirements leveled by Chief, [ ] STAT

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

XXX RETAIN AS IS; [ ] OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS	
MAN-HOURS	DOLLARS
	STAT

16. DATE OF INVENTORY: 9/22/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: [ ] CHIEF, PROGRAMS ANALYSIS BRANCH

18. EXTENSION: [ ]

STAT

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FORM 9-70 112

Classification

(22-36-43)